**Search Waiver Process**

**Step 1**

The following documents will be routed for approval to Dr. Fain, with copy to include Summer and Delia. The documents should come from the AVP from the unit.

1. Memo of request from AVP of the unit and add approver line for Dr. Fain. The memo should include:
2. A justification for the position and why a search waiver is being requested
3. Add a brief job description
4. PDQ
5. Candidate Resume/CV

Once Dr. Fain approves the memo, Summer/Delia will return to unit.

* If you’re requesting a Search Waiver for a new position, initiate the Create Position business process first. ***(The new position request have to be approved through the Hiring Freeze process first)***
* If your position already exist, please disregard step 2 and from step 1 move to step 3. ***(The vacant position request have to be approved through the Hiring Freeze process first)***
* If your position and job requisition was previously loaded into Workday, the job requisition must be closed and re-created in order to request a search waiver or exception.
* Send an email to your [primary recruiter](https://www.unlv.edu/sites/default/files/page_files/27/HR-BusinessTeams.pdf) or [UNLVHrRecruitment@unlv.edu](mailto:UNLVHrRecruitment@unlv.edu) to request close your job requisition. Please provide job requisition number and the requested search waiver type.
* HR will close job requisition and notify you to create a new job requisition and provide instructions on how to complete the job requisition, including required attachments.

**Step 2**

Initiate Create Position Business Process in Workday.

Attach the following documents:

1. Chancellor’s approval memo
2. Memo of request signed by VP (Dr. Fain)
3. PDQ or NPD-19 (for administrative faculty or classified only)
4. Search Waiver Form
5. New Position Request form
6. Candidate resume/CV
7. Org chart

**Step 3**

After the position has been created and approved, email [UNLVHrRecruitment@unlv.edu](mailto:UNLVHrRecruitment@unlv.edu) to request EEO approval.

Attach the following documents:

1. Chancellor’s approval memo
2. Memo of request signed by VP (Dr. Fain)
3. PDQ or NPD-19 (for administrative faculty or classified only)
4. Search Waiver Form
5. New Position Request form
6. Candidate resume/CV
7. Org chart

Once search waiver is approved by EEO/AA Officer in Compliance, HR Recruitment will let you know via email.

**Step 4**

1. Initiate the ***Create Job Requisition*** business process. Please make sure to include “THIS IS NOT A RECRUITMENT” in the
2. Once the Job Requisition has been through all approvals and assigned to a Primary Recruiter, the Recruiter will post the job requisition to UNLV’s Waiver site. This site is only available to those who are emailed the link; it is not discoverable on our home page or external career site.
3. The Primary Recruiter will email the position specific link to the Hiring Manager and Administrative Assistant role to forward to the candidate. Once the candidate applies, they will be moved through a shortened version of the Job Application process.
4. Once applied, you'll find your candidate's application in the job requisition, please move the candidate to the **Screen Stage**, the Primary Recruiter will be notified (in Workday) and will proceed the candidate to the **Offer Stage**. The candidate will be sent a questionnaire to complete a ***Criminal Convictions Disclosure Statement.***
5. Primary Recruiter will review the ***Criminal Convictions Disclosure*** *Statement*completed by the candidate and if no further review is needed, you'll receive an inbox item in Workday to Propose Compensation for your candidate. **You may proceed with a verbal job offer and if candidate verbally accepts, complete the Propose Compensation task and submit.**This task requires approval by the Manager, Manager's Manager (if applicable), and Executive (Provost/VP) roles.
6. Once Compensation is approved, you'll receive a Workday inbox item to complete a questionnaire for the **offer/employment agreement**which is routed to the following roles for approval: HR Finance Coordinator, Dean/Director, Executive (VP), and Institution HR Partner Professional (Recruitment).
7. Offer/Employment agreement is sent to the candidate's Candidate Home account or Workday employee account for internal candidates.
8. If candidate accepts the offer/employment agreement, you'll receive a Workday inbox item to move candidate to **Pre-Employment Check Stage.**The Primary Recruiter will determine if background check is required and proceed with the process outside of Workday OR move the candidate forward. This is the last stage in the recruitment (job application) business process.
9. You will receive a Workday inbox item to either initiate the Hiring Process or Job Change Process for internal candidates.

**Search waiver types and review process will be as follows:**

* Special Skills, Reinstatement, Coach Staff and Spousal Hire (reportable search waivers). A search waiver may be approved to acquire the services of an individual whose academic, research, or professional qualifications are responsive to an express need of the institution and are so noted in their discipline as to negate a reasonable presumption that a better qualified candidate would result from an open and competitive search.
  + Hiring Manager and/or Administrative Assistant role moves candidate from Review to Screen
  + Must be approved by EEO/AA Officer in Compliance, as the Affirmative Action Officer role in Workday
  + At the Screen stage, these types are reviewed by the Office of Compliance before an Employment Agreement can be finalized
  + Offer/Employment Agreement on these waivers is approved through the management chain
  + Primary Recruiter receives an action item to collect candidate’s National ID and Date of Birth. Once completed by the candidate, Primary Recruiter moves candidate to Ready to Hire
  + Hiring Manager and Administrative Assistant role will receive an inbox action item to complete Hire or Job Change process. Please DO NOT initiate the Hire Employee business process outside of the Recruitment steps, doing so will cause errors with duplicate business processes, which will impact the ability to complete the hire process in a timely fashion. The Hiring Manager and Administrative Assistant must start the Hire or Job Change (for internal candidates) process when receiving an action item in his/her inbox.
* Critical Need, Postdoctoral scholar (non-reportable search waivers). A specified term appointment up to one-year (not subject to renewal) may be approved to acquire the services of an individual critical to institutional needs when operating requirements are immediate and a public search would result in undue delay or disruption. [The department is committed to conducting an open and competitive search during the specified term appointment period.]
  + Hiring Manager and/or Administrative Assistant role moves candidate from Review to Screen
  + Must be approved by Primary Recruiter role in Workday at the Screen stage
  + After review, Primary Recruiter moves candidate to Offer stage
  + Offer/Employment Agreement on these waivers is approved through the management chain
  + Primary Recruiter receives an action item to collect candidate’s National ID and Date of Birth. Once completed by the candidate, Primary Recruiter moves candidate to Ready to Hire
  + Hiring Manager and Administrative Assistant role will receive an inbox action item to complete Hire or Job Change process. Please DO NOT initiate the Hire Employee business process outside of the Recruitment steps, doing so will cause errors with duplicate business processes, which will impact the ability to complete the hire process in a timely fashion. The Hiring Manager and Administrative Assistant must start the Hire or Job Change (for internal candidates) process when receiving an action item in his/her inbox.